



2019-20

ERHS

Handbook

Eleanor Roosevelt High School
411 East 76th Street
New York, NY 10021
P (212)772-1220
F (212)772-1440

Table of Contents

<i>Mission Statement and Community Standards</i>	3
<i>General Procedures</i>	
• Academic Integrity	4
• Advanced Placement Courses.....	4
• Advisory	5
• Attendance and Lateness	5
• Attire.....	6
• Behavioral Expectations	6
• Bell Schedule.....	6
• Bring Your Own Device (BYOD)/Cell Phones/Personal Electronics	7
• Communication	7
• Community Service	8
• Computers	8
• Conferences and Contact	8
• Dismissal	9
• Extended Time.....	9
• Extra Help.....	9
• Grading Policy.....	9
• Health Procedures.....	10
• Homework Vacation Policy	10
• Lunch Procedures	11
• Resource Centers	11
• Safety and Reporting Incidents.....	11
• Security.....	11
• Student ID.....	11
• Student Visitors	12
• Study Halls	12
• Supplies and Textbooks.....	12
• Transportation	12
• Trips	12
• Vacations.....	13
• Website.....	13
• Working Papers	13

MISSION STATEMENT

At Eleanor Roosevelt High School, our community thrives in a highly collaborative and supportive environment that embodies a commitment to continuous learning and innovative practice in preparation for college and careers. Our mission is to teach students to be life-long learners who will think critically, communicate effectively, solve problems creatively and work independently and collaboratively in order to serve the global community by facilitating positive change. Our major educational priorities are to foster academic excellence in all core disciplines while infusing a wide variety of artistic elements, challenging our students to act with courage, integrity and leadership. We are preparing our students to embrace the moral, social and intellectual challenges to come. Our commitment to open, thoughtful exploration ensures that Eleanor Roosevelt High School is a place where questions are as important as answers.

“...as individuals we live cooperatively, and, to the best of our ability, serve the community in which we live...our own success, to be real, must contribute.” – Eleanor Roosevelt

COMMUNITY STANDARDS

All members of Eleanor Roosevelt High School are therefore expected:

- To be respectful and responsible members of the community.
- To arrive to school on time daily and to be prepared for each class.
- To perform to the very highest standards academically, physically, and in their community service activities.
- To maintain appropriate behavior and decorum both inside and around the school building.
- To dress appropriately with the recognition that school is considered a place of professionalism. Unless approved, no head coverings of any sort should be worn in school. All outerwear should be stored in lockers.
- To use their personal electronics (with approval), such as cellular phones, iPads/tablets, and laptops for the advancement of their education.
- To respect the facilities of the building. Students will eat only in the cafeteria and will not have gum, candy or beverages other than water in class.

General Procedures for Students

(In alphabetical order)

Academic Integrity

Students are expected to submit their own work. While this work will sometimes be based on the written work of others, students must make this work their own through interpretation, paraphrasing, analysis, and application. Work taken from another source must be *specifically* and *formally* cited in order to retain the integrity of the piece. We will make every effort to support students in developing the skills of building upon the work of others, footnoting, and analyzing materials to support proper academic procedure. Scholastic dishonesty is a very serious issue and is not tolerated. **Students who submit academically dishonest work will receive no credit and will be additionally penalized as deemed appropriate by the administration.**

Academic integrity is a core value that all members of the ERHS community strive to uphold. To this end, students are expected to adhere to the following guidelines:

- Always treat academic assignments as individual assignments, unless instructed otherwise by the teacher.
- Always acknowledge, via specific and formal citation, all sources consulted in producing a piece of work.
- Always acknowledge collaboration with other students.
- Never hand their work to another student, except as part of a designated peer editing or collaborative assignment.
- Never copy homework or other assignments.
- Never use a computerized translator for foreign language assignments.

And Finally:

- Always consult their teacher(s) about any points of confusion regarding academic integrity, *before* handing in the assigned work.

First violation of this policy will result in a warning and a permanent letter in the student's file. The second offense may result in a Principal's Suspension.

Advanced Placement Offerings

All students enrolled in AP classes are required to take the AP exam in May as part of the course requirements. AP classes are weighted at 1.05. ERHS offers the following AP courses:

AP Art History	AP English Language & Composition*
AP Biology	AP Macroeconomics
AP Calculus	AP Physics C: Mechanics
AP Chemistry	AP Spanish Literature*
AP Comparative Government & Politics	AP Statistics
AP Computer Science Principles	AP United States History (Universal)
AP English Literature & Composition	AP World History (Universal)

Additionally, College English/British Literature is offered to 12th grade students through a partnership with St. John's University. * not offered in 2019-20

Advisory

Advisory is an essential component of our school's program. Each student is a member of an advisory cohort during his/her time at ERHS. Advisory provides support to optimize each student's academic and emotional success as he/she transitions into, and progresses through high school and prepares for college. Students participate in a range of activities in advisory. A member of the ERHS faculty, who serves as the group's advisor, leads each advisory. In 9th and 10th grade advisories, ElRo Ambassadors (trained 12th grade students) co-lead class activities. While in advisory, students participate in discussions about issues within and outside the school community, work on study and organizational skills, and are involved in community-building activities. Advisory will meet for the entire school on Wednesday afternoons. Each quarter, students formally meet with his/her advisor to discuss progress and goals. Students are required to complete five hours of community service for each marking period. Though advisory is not a credit-bearing course, it appears on official transcript as P/D/F (Pass/Danger of failing/Fail). Advisory is essential to the school's mission.

Attendance and Lateness

Attendance is essential for academic success. If a student is ill and cannot attend school, the parent or guardian should call the school at **(212) 772-1220**. An automated system (School Messenger) will contact families via home phone, cell phone and/or email of late and absent students.

Appointments during the school day, medical or otherwise, are disruptive to learning and are highly discouraged. If a student must miss part of the school day for an appointment, he/she must bring a signed note to the main office, at the start of the school day, specifying the time of the appointment and any other pertinent information. The student must sign-out in the main office before leaving school, as leaving without permission poses a danger to the student, and is equivalent to "cutting" resulting in disciplinary action. Upon returning to school after an absence, the student must submit a note of excuse from a parent, guardian, or doctor.

The school day begins at 8:00am (Period 1) or 8:45am (Period 2) and students are expected to be in class at that time. Students must swipe into the CAASS system with their ID card, several minutes before their first class of the day. Students must have their IDs at all times (including off-campus school-related activities). Students are encouraged to have free breakfast in the cafeteria starting at 7:45 am. Students will be permitted to enter the building starting at 7:00 am to work in designated areas. The school will contact families if attendance concerns arise.

Parents/Guardians may be called for a conference, if necessary, to address attendance concerns.

In cases of extenuating circumstances, the Guidance Department is prepared to provide support during extended absences. Guidance counselors serve as the liaison between home and the school.

Punctuality and attendance are imperative for student success. Poor attendance and tardiness negatively impact many aspects of a student's school life, including, but

not limited to, grades, eligibility for AP courses, participation in athletic teams, and membership in the National Honor Society).

Attendance records can and should be regularly reviewed on Pupilpath.

Attire

Students are expected to dress appropriately for school.

Inappropriate clothing/accessories may include, but are not limited to clothing that display/refer to that which could be considered lewd, offensive or insensitive (specifically references to sex, drugs, and alcohol, inappropriate graphics, discriminatory/inflammatory/prejudicial statements about race, ethnicity or gender, violence, gang affiliation, sexual orientation, religion and/or disability).

The administration reserves the right to make the final decision on all questionable attire. In instances where inappropriate attire is worn, alternate clothing may be provided by the administration or parents/guardians may be contacted and asked to bring appropriate clothing to school. Parents/guardians are encouraged to help students identify attire appropriate for school.

Behavioral Expectations

Behavioral expectations at Eleanor Roosevelt High School are established by the New York City Department of Education and identified in the *Citywide Behavioral Expectations* available on the Doe Website. A hard copy of the *Citywide Behavioral Expectations* will be provided to all students at the beginning of the school year for reference. All students and families are expected to review this important document together to understand the expectations in the school community.

Bell Schedule

Period	Daily Schedule	First, Third Mondays	Wednesday Schedule
1	8:00 – 8:45	8:00 – 8:40	8:00 – 8:44
2	8:47 – 9:32	8:42 – 9:22	8:46 – 9:30
3	9:34 – 10:19	9:24 – 10:04	9:32 – 10:16
Announcements	10:19 – 10:23	10:04 – 10:08	N/A
4	10:25 – 11:10	10:10 – 10:50	10:18 – 11:02
5 (Lunch A)	11:12 – 11:57	10:52 – 11:32	11:04 – 11:48
6 (Lunch B)	11:59 – 12:44	11:34 – 12:14	11:50 – 12:34
7 (Lunch C)	12:46 – 1:31	12:16 – 12:56	12:36 – 1:20
Advisory	N/A	N/A	1:22 – 2:04
8	1:33 – 2:18	12:58 – 1:38	2:06 – 2:50
9	2:20 – 3:05	1:40 – 2:20	2:52 – 3:36
Afterschool	3:10 – 4:00	2:25 – 3:25	3:10 – 4:00

Bring Your Own Device (BYOD)/Cell Phones/Personal Electronics

Students are permitted to bring personal electronic items to school, including cellphones, laptops, tablets, iPads (other similar computing devices), portable music and entertainment systems, such as iPods and MP3 players.

The use of cellphones, computing devices and portable music and entertainment systems at school is subject to the following restrictions:

1. Cellphones and portable music and entertainment systems may not be turned on or used during the administration of any school assessment unless explicitly authorized by the teacher.
2. Computing devices may not be turned on or used during the administration of any school assessment unless explicitly authorized by the teacher unless specifically identified in a student's Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cellphones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is prohibited and governed by State Education Department Rules.
4. Cellphones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cellphones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

During the school day, cellphones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. **Upon arrival/return to school, students are expected to put all personal electronics and related items, including headphones, out of sight.**

Cellphones and other personal technology devices may be used during the following non-instructional times of the school day: lunch and study halls in the cafeteria, during after-school, school-sponsored programs, or activities with the explicit approval of the teacher/advisor of the related activity and/or use in support of the activity. Unacceptable use of electronic devices will result in the device's confiscation and possible other disciplinary measures.

Students who use cellphones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Communication

Students should make every effort to solidify plans with parents/guardians prior to the school day. We know that this is not always possible and therefore ask that parents/guardians contact the school to reach their children **only in case of an emergency**. If a parent/guardian needs to contact his or her child during the school

day, please call 212-772-1220 (**do not call the student's cellphone**) and we will make every effort to give the student the message.

Please visit our website www.erhsnyc.org for information regarding the school calendar of events, information about courses, school forms and permissions slips, major projects, class assignments, and other school related information.

Community Service

Students are required to complete 20 hours of community service each year. In 9th grade, opportunities for community service activity will be available through advisory. Students are encouraged to find community service placements which reflect their own interests and/or areas of concern. Students are expected to meet minimum quarterly requirements for community service at five hours per quarter. Up to ten hours of community service may be completed during the preceding summer, with approval. Any student who is having difficulty identifying and/or securing community service opportunities should speak to his/her advisor. Parents/Guardians are encouraged to help students identify areas of potential service and to help their children understand the differences between community service and "helping out." Documentation of community service completion should be on letterhead from the non-profit organization, including dates of service, description of service and a contact name and number. Personal letters will not be accepted as documentation for community service.

Computers

Computers are available for students to use during the school day and at designated locations before school, at lunch and after school. In order for the computers to serve the entire school community, **student work must be saved to their network account folder**. We are delighted to provide access to technology to all of our students and expect every member of the ERHS community to treat the computers with great care and respect. **The computer desktops should display the DOE logo at all times**. Students are not permitted to change the desktop or the menu bar. Problems with any technology should be reported to classroom teachers. Students who deface or willfully damage school computers will face disciplinary action and must make restitution.

Students are assigned professional Google-based accounts for official school business. The email account consists of the student's first initial followed by last name and graduation year, for example, jsmith2020@erhsnyc.net

Conferences and Contact

The Department of Education provides two parent-teacher conferences in the fall and spring semesters. There is also one additional evening set aside in September called *Curriculum Night*, to allow families to meet with administration, faculty and staff at the beginning of the year. Check the website for details for specific dates. For the formal parent-teacher conferences, each teacher will provide one conference per family. We encourage students to accompany their parents/guardians to these conferences so that they take an active part in the conversation. Conferences are

scheduled for three minutes and families sign up with student volunteers for specific times outside of the classrooms.

Faculty members can be contacted via email by using the faculty/staff member's first initial and last name @erhsnyc.net, e.g. jdoe@erhsnyc.net. Faculty, administration and/or staff may reach out to families periodically to share progress.

Parents/guardians can contact the school by calling the main office (212-772-1220) and leaving a message with a school staff member or by voice mail.

Dismissal

Students are expected to clear the area in front of the school and the corners near the school promptly at the conclusion of the school day. ERHS students are expected to be mindful of other members of the community, avoid loitering and/or impeding pedestrian traffic as this poses a possible danger to themselves and others. Students are required to adhere to instructions from ERHS staff and school safety agents at all times regarding dismissal. During fire and other safety drills, students must remain silent and follow proper procedures to ensure safety.

Extended Time

Per the Testing Accommodations Protocol, testing accommodation through Section 504 must be scheduled **at least one day in advance**. It is the student's responsibility to remind the general education teacher of testing accommodations and to retrieve the exam from the teacher. **Students will not be permitted to have extra time on classroom tests without making prior arrangements as it impedes our ability to keep exams secure and fair.**

Extra Help

Students in need of extra help period can participate in small group learning environments with teachers and/or peer tutors in identified areas. This is a great opportunity for students to get extra support in their classes and work with teachers and peers in small, structured environments. Extra-help is available at the discretion of the classroom teacher and special reviews are often scheduled to support students in advance of assessments. We encourage students to utilize additional resources such as *Khan Academy* online video presentations to support their learning. Our school's *Math Center* and *Writing Center* also offer support from both faculty and from peer tutors. Check the school website, under the weekly calendar, for specific sessions offered throughout the school year

Grading Policy

ERHS is an annualized school. The school year is divided into four quarters. Report cards will be distributed four times a year. Regents examination grades will appear on the report card and may be factored into the student's grade per class grading policies. The class final grades and Regents examination grades appear on the official high school transcript. A grade of 65 or above is passing.

Numeric grades are used in most courses. Physical education and science laboratory classes are graded as P/D/F (Pass/Danger of failing/Fail). Teachers distribute grading

policies with their course syllabi and families are expected to review the grading policies and other class expectations. If you have any questions regarding the grading policy, please contact the relevant teacher.

Homework is essential to the educational experience. Generally, **late homework will not be accepted for credit**, but should be completed to keep up with the course materials. Students who are absent are responsible for making arrangements to make-up work in a timely fashion. Most teachers post class materials on the school website www.erhsnyc.org.

Projects, papers, and lab reports submitted after the due date will be penalized by up to 10 percentage points (or one letter grade) per day, at the discretion of the classroom teacher. Projects and papers may not be accepted after the third day. Per New York State Regents requirements, lab reports must be completed in order for students to qualify for Regents examinations at the conclusion of a science course. **Students who are absent the day a project/paper/report is due are not exempt.** They must make arrangements with the teacher to properly submit the work.

Health Procedures

The school nurse can only administer medication that is documented for the student. Any student who needs to take prescription medication on a regular basis during the school day or has a medical condition that requires monitoring must file a 504 form signed by the parent/guardian and doctor. Any student who needs to take a prescription drug on a short-term basis must bring a note from the parent/guardian or doctor. The school staff cannot give out any over-the-counter medication such as Tylenol, aspirin, or Midol to students.

While attendance is important, students should not come to school if they are ill. It jeopardizes and delays their recovery, as well as putting the rest of the school community at risk. If a student becomes ill during the school day, every effort will be made to contact the child's parent/guardian or any adult indicated on the Emergency Blue Card. **Emergency Blue Cards should be updated, including a daytime phone number where a parent/guardian can be reached in case of an emergency.** Students who are ill must be picked by a family member/person named on the blue card. **Students cannot be released to any person who is not listed on the card.**

Homework Vacation Policy

During extended weekends and breaks, homework capacity is expected to remain at a normal evening's amount for the particular class, except with special administrative approval. Often assignments are provided in advance of or are collected after the first day back from an extended break.

Lunch Procedures

Both the Department of Education free lunch eligibility form and a parental consent to go out for lunch must be on file in order for students to be permitted to leave the school building for lunch. Both breakfast and lunch are free for all students.

It is imperative that students return from lunch on time. Students who return late from lunch will lose privileges. **Students cannot go home after lunch unless arrangements have been made between the parent/guardian and the school prior to that time.** Such an absence without prearranged parental consent is considered cutting. If the student is ill and must return home, it is the responsibility of the student to come to the office and notify the staff and have the parent/guardian contact the office to make arrangements for early dismissal.

Designated spaces are available during lunchtime for students to eat, socialize, meet with teachers and staff, and study.

Resource Centers

ERHS offers daily academic support in multiple disciplines to all students. The schedule for extra help will be distributed and posted on the website at the beginning of the school year.

Safety and Reporting Incidents

Students should feel safe and welcomed at school. Instances of harassment, abuse or inappropriate behavior should be reported to a school administrator, counselor or member of the faculty/staff. If a member of the community becomes aware of such an instance, he/she is also expected to bring this to the attention of a school official. The school website has further information regarding safety-related matters.

Security (Lockers)

Individual lockers are provided for students and should be used to store outer garments as well as other items during the school day, but not valuable items. Students should not bring large amounts of cash or valuables to school. If a student needs to bring something valuable or difficult to store to school, he/she can bring it to the main office to be picked up at the end of the day. Students must provide their own combination locks at the start of the school year. Advisors maintain a record of the combinations to each advisee's locker for safety purposes. **Lockers must be locked during the school day.** Lockers should not be shared, as the contents of the locker are the responsibility of the assigned student. Students must also bring a **second lock** for use in the locker room during physical education classes.

Student ID

Incoming students will be issued school IDs at the beginning of the school year. These IDs should be carried at all times. Please report the loss of an ID to the main office. If you find a student ID, please return it to the main office.

Student Visitors

If a student would like to bring a visitor who does not attend ERHS, his/her parent/guardian must express the intent by contacting the main office in writing, prior to the day of the visit, preferably at least a week before the scheduled visit.

Study Halls

As part of their programs, students may have study hall(s) for structured quiet work. Students are required to report to assigned areas where they work on school related tasks.

Supplies, Textbooks and School Equipment

Students are expected to come to school with basic supplies. Families who find the cost of materials prohibitive should contact the teacher. Issued materials should be maintained in their current condition. Deposits may be required for borrowing school property, such as musical instruments. Students are responsible for school property and will be charged for loss or damage. We urge students to label their own possessions as well as school property assigned to them, including but not limited to books, calculators, and equipment. The label, and devise used for labeling school property should allow for easy removal. (No permanent pens or markers used to write a student name).

Transportation

Students who are eligible will receive *MetroCards* provided by the New York City Department of Education Division of Transportation. Students living between ½ mile and a 1½ miles from the school are eligible for ½ fare bus passes; those living over 1½ miles from school are eligible for a full-fare *MetroCard*. If a *MetroCard* is lost or stolen, the student must submit a written note to the office with his/her name, the name of the student's advisor, and a brief explanation of loss in order to arrange for a replacement card. Replacement cards will be provided as soon as possible.

Trips

Trips serve an important role in our program. They support and enhance understanding of essential concepts within our curriculum. Therefore, they are not optional. **Students are expected to attend and participate in all school trips.** Parents/Guardians who participate on school trips travel with the understanding that they are there to chaperone all the students. **Permission slips must be signed and returned prior to leaving on any trip. Phone calls are not acceptable to secure trip permission.** We make every effort to keep the cost of trips reasonable, but should the cost of a trip pose a financial burden, please contact the student's teacher or member of the staff/administration. The cost of a trip should never preclude a student from participating. On a school trip, all school/DOE policies apply. In order to participate in an evening or overnight school trip, students must attend their regular scheduled classes on the day of the trip. See Chancellor's Regulation A-670 for further information regarding school trips.

Vacations

Recess and school holidays are included on the school calendar. It is important that families plan vacations with these dates in mind. Leaving early, leaving prior to the official start of vacation, and returning late interferes with student success and violates New York State attendance statutes.

Website

Eleanor Roosevelt High School's official website is www.erhsnyc.org. Please use this valuable resource for class materials, information about school-related activities, updates to the school calendar, forms, and/or other materials.

Working Papers

Working papers are available in the main office for interested students, age 14+. Students need the following items birth certificate/passport (for proof of age), Social Security card and note from a physician (fit for work).